



ARLINGTON FINANCE COMMITTEE
MINUTES OF MEETING
COMMUNITY SAFETY BUILDING
O'NEILL ROOM
7:30 PM 3/26/18

ATTENDEES:

Deyst*	White*	Caccavaro*	Kellar*	McKenna*
DeCoursey	Wallach*	Harmer*	Gibian*	
Tosti*	Foskett	Bayer	Duvadie	
Hansberry*	Beck*	Jones*	Deshler	
Franclemont*	Howard*	Fanning	Levy*	Diggins*

*Indicates present **Indicates present electronically

VISITORS: Arlington Commission on Arts and Culture (ACAC) Co-Chairs Adria Arch and Stephanie Marlin-Curiel; Planning and Community Development (APCD) Director Jenny Raitt, Ted Peluso

MINUTES of 3/21/18 accepted as corrected. Unanimous.

WARRANT FOR SPECIAL TOWN MEETING: The Chair read the articles to the Committee. All agreed that no FinCom action was required.

BUD PARKING: Fiscal SubCom Beck corrected an error associated with double entry of longevity, \$1100.

VOTED \$75,805 Unanimous.

ART 28 PARKING DISTRICT: Fiscal SubCom Beck provided a memo (Ref 1) from Pooler with revisions to the Parking District budget. This budget includes both additional costs offset by additional expected revenue. The memo includes a recommended vote.

VOTED to adopt the recommended vote. Unanimous

ART 37 COMMITTEES & COMMISSIONS: Arch & Marlin-Curiel provided copies of the ACAC budget together w/ an explanation (Ref 2). Supported by Raitt, they answered many questions. The main concern was the cost of maintaining the website w/o a usage projection. Also members asked about what the consultant would do. The Chair asked ACAC if they could get along with the \$40k annual appropriation for several years. They said they probably could. During subsequent spirited discussion some members were concerned with the proposed split in funding between ACAC and APCD. Others questioned the size of the appropriation. The Water Bodies organization was suggested as a good model for ACAC. Several supported the work of ACAC because of the likely economic and social benefit.

VOTED to combine the appropriation into a single number for ACAC with a proviso that expenditures would be supervised by the Town Manager. Unanimous.

VOTE to appropriate \$25k to ACAC failed. 4-9.

VOTE to appropriate \$40k to ACAC passed. 9-4.

ART 29 RECLASSIFICATION: Fiscal SubCom White provided a revised listing (Ref 3) that gave the grade change for the Board Administrator as ATP11 to M1. She explained that this position has department head level responsibility.

VOTED favorable action. Unanimous

ART 58 OVERRIDE STABILIZATION FUND: The Chair recommended a vote based on the current revenue estimate & the recommended appropriations. The House Ways & Means Committee may change the revenue.

VOTED -\$2,758,860 (a withdrawal) with authority granted to Tosti and Jones to adjust this as needed. Unanimous.

BUD DPW: DPW Motor Equipment Repair: SubCom Caccavaro recommended a change (Ref 4) to this budget, as voted 3/19, to remove the stipend.

VOTED \$425,484 Unanimous

BUD DPW Natural Resources: SubCom Caccavaro recommended a correction (Ref 5) to this budget, also previously voted on 3/19, to restore the out of grade pay line item.

VOTED \$1,576,681 Unanimous.

BUD IT Fiscal SubCom White recommended a revised line item, Telephone Expenses, of \$98,122 which included the amount transferred from the Comptroller's budget after the telephone operators retired (Ref 6). She said the IT Dept will install security cameras on the AHS doors using FY18 money.

VOTED \$917,172 Unanimous

BUD PLANNING: GenGov SubCom Howard recommended the budget as printed less \$15k Arts & Culture expense which was moved to ACAC. Members questioned the new position of Transportation Planner. This concern was addressed.

VOTED \$568,808 13-1

BUD GROUP HEALTH INSURANCE: Fiscal SubCom Kellar explained a revised budget (Ref 7). The companies that had threatened to withdraw from GIC did not. This led to the \$330k reduction.

VOTED \$16,627,956 13-0-1

BUD LIABILITY INSURANCE: Fiscal SubCom Kellar recommended the budget as printed.

VOTED \$531,818 Unanimous

BUD RESERVE FUND Fiscal SubCom Kellar recommended the budget as printed. The budget is 1% of the revenues as in recent years.

VOTED \$1,553,287 Unanimous

BUD WATER AND SEWER ENTERPRISE FUND: W&S SubCom Gibian, using detailed charts (Ref 8) showed how each W&S offset shown elsewhere in the budget was calculated. He then reviewed the sewer collection expenses and water distribution expenses using revised budget pages. (Ref 9).

VOTED Revenues and Expenses \$21,337,916 Unanimous

BUD RECREATION ENTERPRISE FUND: HumSer SubCom Franclemont recommended the budget as printed in her revised sheets. (Ref 10)

VOTED Revenues & Expenses \$1,786,150 Unanimous.

BUD RINK ENTERPRISE FUND: HumSer SubCom Franclemont recommended the budget as printed in her revised sheets. (Ref 10)

VOTED Revenues & Expenses \$632,531 Unanimous.

Votes were taken on 3 routine articles w/o discussion.

ART 38 CELEBRATIONS: \$15,167 Unanimous

ART 39 MISCELLANEOUS: \$9,399 Unanimous

ART 42 HARRY BARBER: \$7500 Unanimous

VOTED to grant authority to Tosti and Jones to adjust the Snow & Ice budget for small changes throughout the budget in order to balance the bottom line.

COMMITTEE: The Chair requested each member to carefully review their budgets in the draft report when it becomes available.

RESERVE FUND Balance: \$1,436,230.17

Peter Howard 3/26/18 Revised 3/27/18

NOTE: For consistency, the article numbers are as listed in the draft warrant.

Ref 1 Art 28 Parking District

Ref 2 ACAC Budget

Ref 3 Positions Reclassification

Ref 4 Motor Vehicle Repair Budget

Ref 5 Natural Resources Budget

Ref 6 IT Budget

Ref 7 Group Health Budget

Ref 8 W&S Offsets & Indirect p Charges

Ref 9 W&S Expenses & Revenue

Ref 10 Rink & Recreation Enterprise Funds Revised



Town of Arlington
Office of the Town Manager

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TO: Finance Committee

CC: Dean Carman, Treasurer, Mike Morse, Deputy Treasurer, Adam Chapdelaine, Town Manager.

FROM: Sandy Pooler, Deputy Town Manager *SMP*

DATE: March 21, 2018

RE: Article 28 Appropriation/Parking Operating costs

Below is a Parking motion, based on last year's warrant, updated with new figures to authorize spending from the Parking Fund in FY19.

Article 28. APPROPRIATION/PARKING OPERATING COSTS

VOTED: That the Town does hereby approve the following expenditures from the Parking Fund:

Projected Fiscal Year 2019 Meter Revenue	\$450,000
Offset to Parking Budget 13	\$47,126
Offset to Parking Enforcement Budget 20	57,624
Parking meter operations	<u>167,605</u>
Projected expenditures	\$272,355
Available balance for other parking related expenditures to be approved by a future Town Meeting	\$177,645

The Treasurer's Office estimates that revenue from meters will increase by \$25,000, based on FY18 trends. The more money people pay into parking meters by using credit cards, the higher are our credit card processing fees. The Treasurer's Office recommends that the line item for those fees (Parking Expenses 0119782-5236 Other Purchased Services) be increased by \$11,300 and that the Parking Offset be increased by the same amount to \$47,216 (See attached revised Parking budget page).

I have also attached a spreadsheet showing estimated parking revenues and expenses in the General Fund and Parking Fund.

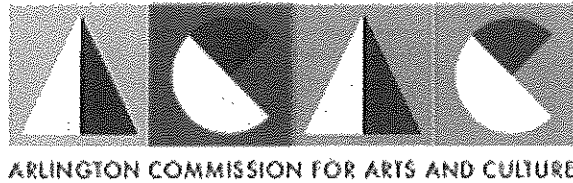
	2016 Actual	2017 Actual	2018 Budget	2019 Budget	\$ Change	% Change
0119781 PARKING SALARIES						
5100 SALARIES & WAGES	86,529	82,512	89,795	69,551	(20,244)	-22.54%
5103 OVERTIME	-	273	1,000	1,000	-	0.00%
5156 LONGEVITY	900	900	900	1,100	200	22.22%
0119781 PARKING SALARIES	87,429	83,686	91,695	71,651	(20,044)	-21.86%
0119782 PARKING EXPENSES						
5228 PRINTING	8,809	13,974	15,780	15,780	-	0.00%
5236 OTHER PURCHASED SERVICES	16,714	27,654	25,000	36,300	11,300	45.20%
5260 CLEAN/CLOTH/TRAIN	300	300	300	300	-	0.00%
5299 OTHERWISE UNCLASSIFIED	-	-	-	-	-	
0119782 PARKING EXPENSES	25,823	41,928	41,080	52,380	11,300	27.51%
PARKING APPROPRIATION TOTAL	113,252	125,614	132,775	124,031	(8,744)	-6.59%
OFFSETS			(45,848)	(47,126)	(1,278)	2.79%
PARKING TAXATION TOTAL	113,252	125,614	86,927	76,905	(10,022)	-11.53%

Parking Revenue & Expense Historical Data & Projection							A	B	A+B	A	B	A+B
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 GF	FY 2018 Parking	Total	FY 2019 GF	FY 2019 Parking	Total
Tickets Issued	13,827	14,327	15,383	12,196	12,743	18,031	17,082			17,082		
Ticket Revenue	\$370,463	\$381,271	\$420,083	\$370,259	\$331,429	\$390,017	\$487,747	\$0	\$487,747	\$487,747	\$0	\$487,747
Parking Meters (lots)	\$82,743	\$76,121	\$68,741	\$60,400	\$86,161	\$152,992	\$0	\$125,000	\$125,000	\$0	\$140,000	\$140,000
Parking Permits	\$150,087	\$149,615	\$136,477	\$152,451	\$138,216	\$140,315	\$140,000	\$0	\$140,000	\$140,000	\$0	\$140,000
Total Viol./Meter/Permit	\$603,293	\$607,007	\$625,301	\$583,110	\$555,806	\$683,324	\$627,747	\$125,000	\$752,747	\$627,747	\$140,000	\$767,747
New Meter Revenue (streets)						\$204,146	\$0	\$300,000	\$300,000	\$0	\$310,000	\$310,000
Total Revenue	\$603,293	\$607,007	\$625,301	\$583,110	\$555,806	\$887,470	\$627,747	\$425,000	\$1,052,747	\$627,747	\$450,000	\$1,077,747
Expenses												
Parking Enforcement	(\$83,212)	(\$89,854)	(\$94,269)	(\$96,338)	(\$96,365)	(\$101,287)	(\$56,437)	(\$56,437)	(\$112,874)	(\$57,624)	(\$57,624)	(\$115,248)
Parking Budget	(\$105,697)	(\$125,240)	(\$112,913)	(\$115,116)	(\$114,834)	(\$130,933)	(\$86,927)	(\$45,848)	(\$132,775)	(\$76,905)	(\$47,126)	(\$124,031)
Total Existing Parking Costs	(\$188,909)	(\$215,094)	(\$207,182)	(\$211,454)	(\$211,199)	(\$232,220)	(\$143,364)	(\$102,285)	(\$245,649)	(\$134,529)	(\$104,750)	(\$239,279)
New Meter Costs												
IPS CC Fee						(\$14,194)		(\$21,291)	(\$21,291)		(\$27,500)	(\$27,500)
Elavon CC Fee						(\$26,800)		(\$40,200)	(\$40,200)		(\$30,000)	(\$30,000)
Monthly Gateway Fee						(\$6,690)		(\$10,035)	(\$10,035)		\$0	\$0
Monthly Mgt. System Fee						(\$2,928)		(\$4,392)	(\$4,392)		\$0	\$0
Coin Collection						(\$22,667)		(\$34,000)	(\$34,000)		(\$47,544)	(\$47,544)
First Parish Lease						(\$4,000)		(\$6,000)	(\$6,000)		(\$6,000)	(\$6,000)
Meter Maintenance						(\$6,667)		(\$10,000)	(\$10,000)		(\$10,000)	(\$10,000)
Street Meter Leasing						(\$46,561)		(\$46,561)	(\$46,561)		(\$46,561)	(\$46,561)
Total Costs	(\$188,909)	(\$215,094)	(\$207,182)	(\$211,454)	(\$211,199)	(\$362,726)	(\$143,364)	(\$274,764)	(\$418,128)	(\$134,529)	(\$272,355)	(\$406,884)
Summary												
Total Parking Revenue	\$603,293	\$607,007	\$625,301	\$583,110	\$555,806	\$887,470	\$627,747	\$425,000	\$1,052,747	\$627,747	\$450,000	\$1,077,747
Total Parking Costs	(\$188,909)	(\$215,094)	(\$207,182)	(\$211,454)	(\$211,199)	(\$362,726)	(\$143,364)	(\$274,764)	(\$418,128)	(\$134,529)	(\$272,355)	(\$406,884)
Parking Gross Profit	\$414,384	\$391,913	\$418,119	\$371,656	\$344,607	\$524,745	\$484,383	\$150,236	\$634,619	\$493,218	\$177,645	\$670,863
Parking Benefit Dist. *	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$130,000)	(\$130,000)	\$0	(\$150,000)	(\$150,000)
Net Income to the Town	\$414,384	\$391,913	\$418,119	\$371,656	\$344,607	\$524,745	\$484,383	\$20,236	\$504,619	\$493,218	\$27,645	\$520,863

* FY2019 Parking benefits district costs are preliminary estimates and will require future action by Finance Committee and Town Meeting.

Five Year Average Net Income to Town	\$410,904
Projected Net Income to Town Under Proposal	\$493,218

ARLINGTON COMMISSION ON ARTS & CULTURE (ACAC) BUDGET NARRATIVE FY17-FY19



The current mission of **Arlington Commission on Arts and Culture (ACAC)** is to advocate for arts and cultural opportunities throughout the town and advise the town on matters of a cultural and artistic nature. Originally established under Article 21 of Town Meeting in 1993, but not populated at the time, the Commission was reestablished in January of 2013.

The Commission is very grateful for Town funding over the few years, which has helped us achieve the following main accomplishments:

FY17 - Creating a Cultural Plan, Securing a Cultural District designation from the Massachusetts Cultural Council, working with Cecily Miller, public art consultant, in collaboration with APA to facilitate public art projects in East Arlington.

- 1) A comprehensive Arts and Culture Action Plan for the Town completed in August 2017 in partnership with the Department of Planning and Community Development, inclusive of an organizational plan for the arts organizations (Arlington Commission on Arts and Culture, Arlington Cultural Council, Arlington Public Art, and the Cultural District Managing Partnership)
- 2) A Cultural District designation for Arlington from the Massachusetts Cultural Council (MCC) received in August 2017.
 - This designation comes with publicity and a \$5000 MCC grant, which we applied for and received in January 2018.
 - This designation will raise awareness of residents and visitors about the town's cultural assets. Programming and marketing will bring visitors and encourage residents to enjoy the cultural vibrance of our town, which will studies show will boost the local economy.
 - Through this process, ACAC forged a working relationship between the Town and the Board of Selectmen and the arts and culture community. This type of partnership and investment on the part of the town serves to position the arts community to apply for larger granting opportunities.
- 3) Recognition for both of the above achievements. Arlington is receiving greater recognition as a town that values and supports arts and culture and as an arts and culture destination. (At the time of writing, On March 17, 2018, the Massachusetts Cultural Council held its first Institute in Worcester, MA in which Arlington's story was presented on two separate panels respectively by Jenny Raitt, DPCD Director, and Joe Curro, Selectman).
- 4) Public Art coordinated and curated by Public Art Consultant, Cecily Miller:
 - The East Arlington Storefront Stories project was staged in the Fall of 2016. A public meeting revealed that one of the things East Arlington residents treasure about their neighborhood was the number of independent businesses and the conversations they had with business owners as they shopped in their neighborhood. Six larger than life black and white photos-hopped murals depicted owners of several of our unique and long-standing independent businesses, not only made a huge visual impact, but also generated community pride by foregrounding the people that make the East Arlington Community a great place to live.
 - It's Your Move was day of play on the banks of Spy Pond that featured a giant chess set, huge building pieces, flag making, mini chess set making, and other playful activities.
 - The Fox Festival and Parade - The Fox Festival, occurring during Feast of the East, celebrates the East Arlington community treasure - the Fox Library and the fabulous fox murals created by local artist, Shunuske Yamaguchi. The festival raised the fox to the level of a mascot and community symbol and also celebrated local wildlife, another core value of the community. It included mask-making workshops

flag making workshops, and giant puppet making workshops. The parade was led by the Second Line band, and elevated the festive feel to the Feast of the East to one of celebration.

4) Raising public and private sector funds and significant technical assistance

****See APPENDIX A for FY 17 annotated Budget**

FY 18 - Implementation of the Cultural Plan, establishing the Cultural District, Public Art

ACAC is working on the following accomplishments to be completed by the end of FY18:

1) Reorganization of arts organizations under one roof. ACAC has submitted a warrant article to expanded its membership and responsibilities. The bylaw and mission are currently being rewritten to reflect the expanded ACAC, which will form committees to address its additional roles and responsibilities.

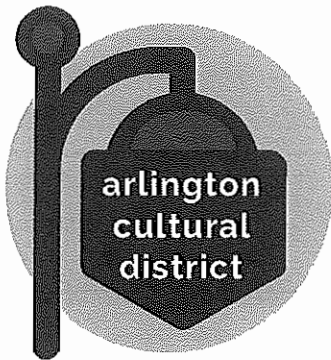
- fundraising
- awarding of annual local cultural council grants
- implementing programs and festivals
- marketing and evaluation of programs including those in the Cultural District
- public art initiatives

2) Website Development and Logo Design

- After an RFP process drew several candidates, four of which were interviewed (Zoe Design Works, Shields design works, Ora (an Arlington-based company) and nymdesign (also Arlington-based). The committee, including ACC, ACAC, and CDMP members, selected NYMDesign and are working with Nilou Moochhala, chief designer who is an Arlington resident. We plan to launch the website with a plan to launch in June 2018.
- The website will be a comprehensive website for arts and culture called Arts Arlington, and was the number one request from residents and artists during the cultural planning process. The website will help establish the cultural district with a page about the district to include an interactive map, an Explore section indicating arts and culture opportunities within and beyond the district, and a syndicated cultural calendar provided by Arts Boston. The home page design is featured on the next page rotated 90 degrees. The website will also showcase the town's public art, and include an Artist Resources section, an About us section and a donate button that will link directly to the Public Art fund.

(See the following pages for logo designs, home page design and site map)

- NYMDesign has also created new logos for ACAC, the website (Arts Arlington), and the Cultural District:





Arts Arlington is presented by the Arlington Commission for Arts and Culture



HOME ABOUT US CALENDAR EXPLORE CULTURAL DISTRICT PUBLIC ART ARTISTS' RESOURCES DONATE

Welcome to Arts Arlington!

Discover art, history, performance, and happenings along Arlington's cultural corridor!



Constructing a temporary sculpture using Public Workshops' Build-it discs on loan from the Boston Society of Architects at Spy Pond Park as part of the It's Your Move: Playful Public Art event

> Upcoming Events



Irish Dance for Children
6:00pm
Berkeley Performance Center



Drop-In Hours with Arlington Poet Laureate Cathie Desjardins
8:30pm
Robbins Library Community Room



2018 Arlington Reads Together: Wonder-ful Kickoff
2:00-4:00pm
Robbins Library

[MORE EVENTS](#)

> News



Arlington Knitters Create Public Art on bikepath
Tuesday, February 6, 2018

If you use the MinuteMan Bikeway for your morning commute, you may have. >



ACA hosts Blue Jean Ball
Thursday, February 8, 2018

The Arlington Center for the Arts hosted its first annual Blue Jean Ball on Saturday, February 3, at Arlington Town Hall. >

[MORE NEWS](#)

> Spotlight



Shakespeare In The Park

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[Find out more >](#)

[READ ABOUT OUR MISSION](#)

[LEARN ABOUT OUR CULTURAL PLAN](#)

[BROWSE OUR CULTURAL DISTRICT](#)

[ACCESS OUR EVENT CALENDAR](#)

[VIEW OUR TEMPORARY PUBLIC ART](#)

[FIND OUT ABOUT ACA GRANTS](#)

[VOLUNTEER WITH ACAC](#)

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[EXPLORE PROGRAMS & FESTIVALS](#)

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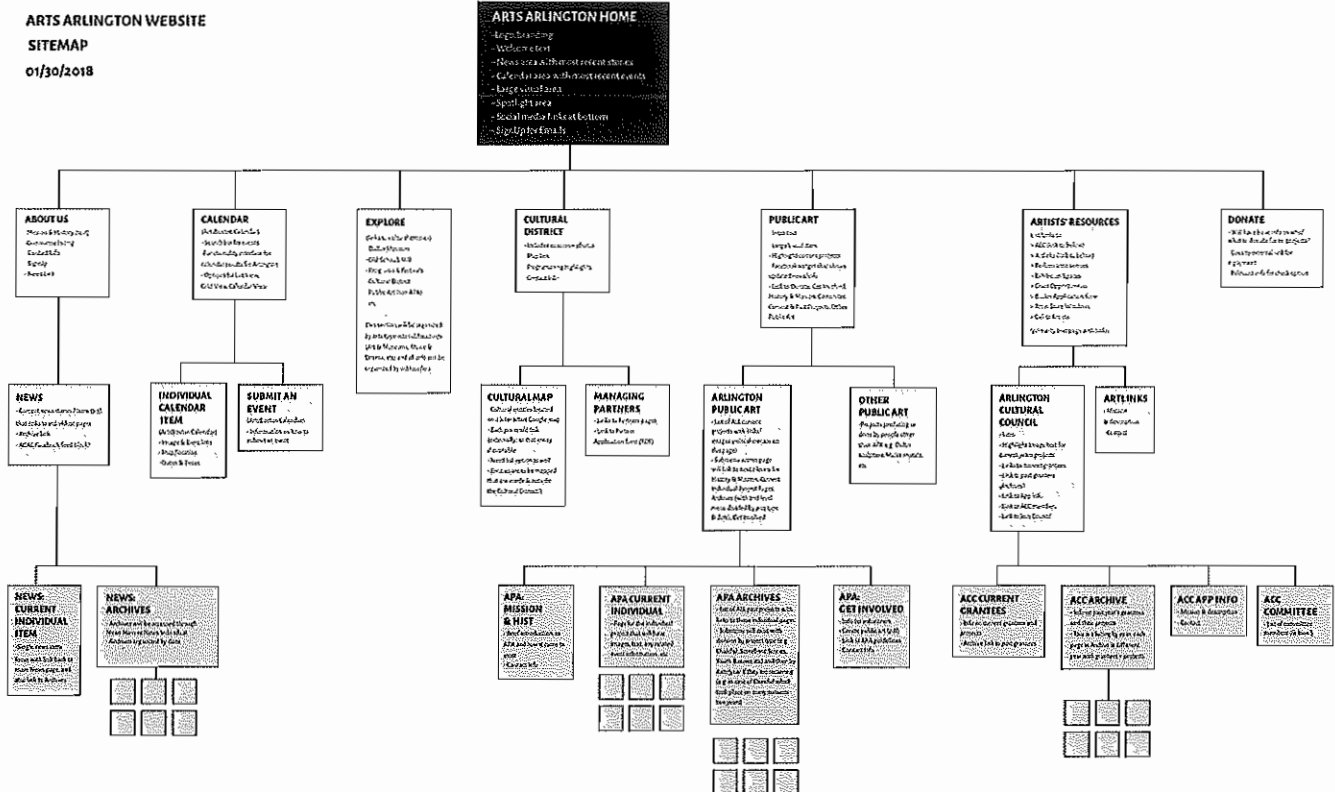


Arlington Com

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Mass Cultural Council



- 3) Public Art Projects coordinated and curated by public art consultant, Cecily Miller
- Pathways: Art on the Minuteman Bikeway, instrumental in our success in achieving the Cultural District designation. It was important to the MCC that we find a way to connect East Arlington and Arlington Center.
- Summer projects included:
- Rhetoric of Opposites by Nilou Moochhala
 - Flutter by Claudia Ravaschiere & Mike Moss
 - City Fox/Stewy



Fall projects included:

- Ripple led by Adria Arch and a “Knitting Brigade” of 57 Arlington knitters that wrapped trees on the Minuteman bikeway that wrapped trees in unique knitted pieces of the same color palette sewn together.
- Frank Vasello natural sculptures with found sticks. A “flowing river” was created next to the stairs off the bike path. This project also included an artist residency and similar project made with Ottoson students in the woods next to Ottoson Middle School.

These projects were the lynchpin that helped to clinch the Cultural District designation and resulted in a Boston Globe article featuring Arlington and photos of “Ripple” in the fall of 2017.



- Town Day public engagement "Trophy" project with artist Timothy Cool, This project was used to engage the public at the beer garden by Aeronaut Brewery. Aeronaut donated a portion of their proceeds to public art.

**See APPENDIX B - FY18 Budget

**See APPENDIX C - Public Art Detailed FY18 Midyear Report, and

5) Fundraising

- Because of town support, we were able to provide a match for an MCC grant of \$5,000 to support portions of the website that were particularly relevant to the Cultural district.

- The Pathways project along the Minuteman Bikeway (an official New England Trail) gave us the opportunity to apply for support from the National Parks service. We received technical

assistance support as well as \$2,000. Additional support was raised from the Arlington Cultural Council, local business, and partner organizations, and a house party fundraiser totaling over \$14,000.

****See APPENDIX D for FY 18 raised funds.**

FY19 - Launch of newly expanded ACAC, Arts Arlington website, the Arlington Cultural District, and the implementation of other sections of the Arts and Culture Action Plan

Following are ACAC's goals for FY19

1. Build organizational capability of the **expanded and unified ACAC** with committees to execute the followir areas previously addressed by separate organizations: Fundraising; Public Art; Grants; and the new Program and Festivals and Marketing and Evaluation. The intent is to create one organization with the capacity to coordinate and maximize resources and to attract creative and economic activity
2. Launch the **Arlington Cultural District** with new programming and marketing, and evaluation metrics
3. Publicize and update the comprehensive arts and culture website, **ArtsArlington.org**, as a one-stop source of information about cultural events and programs for Town residents and visitors
4. **Secure designated income streams** to help fund arts and culture programming and staff - ideas include: 1) crowd source funding; 2) an optional donation box on the water bill so that residents can choose to donate to arts and culture in the same way that they currently choose to support the scholarship fund; 3) sell advertising on our website; 4) continue Chairful Where You Sit annual fundraising exhibition; 5) a donate button on the Arts Arlington website that will link directly to the Public Art Fund. 6) fundraising house parties; and 7) grants.
5. **Continue the vibrant public art programming.**

****See APPENDIX E - FY19 Scope of work**

6. Work in partnership with DCPH to Implement Arts and Culture Action Plan's near term goals summarized above in #'s 1-5 above and outlined in the following sections:
 - 1.1 Identity a funding mechanism for arts and culture
 - 1.2 Support fundraising and coordination for Arlington's arts and cultural festivals
 - 1.3 **Develop Arts and Cultural Affairs position within the Department of Planning and Community Development. Align role with the community development priorities of DPCD**
 - 1.6 Maintain arts and culture website and develop, market, and promote Arlington's arts and cultural identity
 - 1.7 Maximize occupancy of unused spaces by building an inventory of available rehearsal, performance and work spaces in town-owned and privately owned buildings. The Artist Resource section of our website will address this goal.
 - 1.9 Rationalize arts and cultural boards, committees, and commission under the leadership of the Arlington Commission for Arts and Culture. This will be put into practice beginning July 2018.
 - 1.10 Activate public facilities and outdoor public spaces through arts and cultural programming initiated by the town
 - 1.11 Establish the new Arlington Center for the Arts location as a multigenerational hub of arts and culture
 - 2.7 Create single online location for information about initiating new arts and culture events and activities in town, including license and permit forms, temporary food permit, street performer permit, etc. (This information will also be located in the Artist Resources section of the website)
 - 3.1 Maintain arts and culture assets inventory as documented in this Action Plan

- 3.2 Develop quantitative and qualitative metrics to measure the impact of arts and culture on Arlington's planning and community development priorities, including economic development.
- 3.8 Engage arts and culture as core part of a wayfinding strategy for Minuteman Bikeway by raising money for and executing art installations along Bikeway that contribute to the identity and cohesion of the Cultural District and the advance broader transportation planning priorities.
- 3.10 Engage arts and cultural resources as part of the strategy for preserving, marketing and promoting historic and cultural resources through a juried or curated public art and design process.
- 3.11 Integrate public art into urban design and public realm
- 3.14 Integrate infrastructure requirements to support arts and culture activities and events into the scopes of public realm improvements for plazas and outdoor spaces: electrical power, water supply, lighting, etc.
- 4.3 Promote socially engaged artistic and cultural programming that enhances the diverse cultural fabric of Arlington
- 4.4 Maintain excellence in public art through professionally curated exhibitions engaging with contemporary subject matter and trends.
- 4.5 Establish a monthly visual and performing arts event such as an art walk or First Friday event that showcases Arlington's artists and activates the public realm, particularly in the CD.
- 6.1-2 Host events that engage Arlington's established professional and emerging artists and create opportunities for them to network, perform and show their work in the community
- 6.4 Connect Arlington Cultural Council grants to broader community goals and planning priorities and facilitate strategies to combine resources for bigger grants and more exciting opportunities to engage professional artists in town initiatives.

****SEE APPENDIX F - FY19 BUDGET**

ACAC's FY19 budget request takes into account that we will be a more robust organization with a very robust agenda to carry out with a volunteer Commission and no dedicated staff support. We have therefore requested funds to cover a webmaster and Cultural District publicity coordinator (see 1.6 above); small stipends for potential coordinators for festivals such as Arlington Alive and a possible monthly event (see 4.5 above); supplemental funds for the Cultural Council so they can better fund large scale projects that address community goals and planning priorities (see 6.4 above).

Many of the goals outlined above have implications for planning and require a continuation of our close partnership with the Department of Planning and Community Development (DPCD). As specified in 1.3 above, the Arts and Culture Action plan calls for the DPCD to develop a Cultural Affairs position, which is why the \$15,000 consultant fee was allocated to the DPCD budget. It is a chance to try out this arrangement and develop the position before hiring salaried staff.

It is not unusual for municipalities to provide a match for the Cultural Council funding that comes from the state to demonstrate commitment and to ensure the valuable partnership between the town and the arts and culture community.

Municipalities also support their Cultural Districts to make sure their districts are successful as vital economic drivers.

Below are the arts budgets from a few comparable areas just for reference:

	Concord	Easthampton	Pittsfield	Natick	Somerville
Total Budget	\$6,500	\$90,000	\$150,000	164000	\$589,000
Budget from Municipality	\$2,000	\$30,000	\$110,000	80,000	\$500,000

Paid Staff	0	1	2	1 FT, 2 PT	5
Budget for Staff	0	\$40,000	\$83,000	\$71,000	\$341,000
Serves as LCC? ²	Yes	Yes	No	No	Yes
Cultural district present?	Yes ³	Yes	Yes	Yes	No

Numerous studies have shown that investment in the arts is awarded with returns in economic vitality. (example <https://www.planning.org/research/arts/briefingpapers/vitality.htm>) Our partnership with DPCD is vital to creating broader partnerships in town and for the ability to use arts and culture as a planning tool. We think now is the time to make that investment. We hope you strongly consider our request.

Thank you!

APPENDIX A - FY17 budget

Arlington Commission on Arts & Culture FY17 Budget				As of 6.30.17
PROGRAM	BUDGETED	REV BUDGET	PAID	NOTES
Town Day: poster	\$ 30.59	\$ 30.59	\$ 30.59	
American for Arts membership	\$ 75.00	\$ 75.00	\$ 75.00	
Cultural Plan: match with MAPC	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	
Administrative costs	\$ 350.00	\$ -		
Cultural plan: public meeting #1	\$ 500.00	\$ 255.00	\$ 255.00	Janitorial services
Cultural plan: public meeting #2	\$ 500.00	\$ 255.00	\$ 255.00	same
Summer Arts Block Party table		\$ 50.00	\$ 50.00	
Public art: promo postcards		\$ 473.59	\$ 473.59	
Public art: plexi boxes for postcards		\$ 149.95	\$ 149.95	
Feast of East table: printing supplies		\$ 86.71	\$ 86.71	
Uncommitted	\$ 44.41	\$ 124.16		
Total FY17 Appropriation	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	
			\$ 3,875.84	Paid to date
			\$ 124.16	Balance

APPENDIX B - FY18 Budget

Arlington Commission on Arts & Culture FY18 Budget				As of 2.7.18
TOWN FUNDS	BUDGETED	ACTUAL	PAID	NOTES
Public art consultant	\$ 10,000.00	\$ 10,000.00	\$ 5,000.00	1 of 2 payments
Public art: storefront signs		\$ 56.46	\$ 56.46	completed
Poet Laureate	\$ 500.00	\$ 500.00	\$ 500.00	completed
Web: site development	\$ 9,900.00	\$ 9,900.00		
Logo development		\$ 1,500.00		
Web: URL	\$ 25.00	\$ 16.34	\$ 16.34	completed
Email account		\$ 50.75	\$ 50.75	completed
Web: hosting		\$ 100.00		
Web: Maintenance		\$ -		
Web: ArtsBoston calendar syndication		\$ 2,500.00		annual fee
Town Day	\$ 500.00	\$ 15.00	\$ 110.11	completed
Americans for Arts membership	\$ 75.00	\$ 75.00		
Admin costs		\$ 100.00		
Total Programs	\$ 21,000.00	\$ 24,813.55		
Uncommitted	\$ 4,000.00	\$ 186.45		
Total FY17 Appropriation	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	
		Paid to date	\$ 5,733.66	
		Balance	\$ 19,266.34	

MCC FUNDS: CULTURAL DISTRICT	BUDGETED	REV BUDGET	PAID	NOTES
Signage and printed materials		\$ 1,000.00		
Cultural District Logo		\$ 1,000.00		
Arts Boston installation one time fee	\$ -	\$ 2,500.00		
Uncommitted	\$ 5,000.00	\$ 500.00		
Total MCC Funds	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	

APPENDIX C

Public Art Detailed FY18 Mid-Year Report

Arlington Public Art and Arlington Commission on Arts & Culture
Activity Report - Cecily Miller, Consultant

May/June/July 2017:

FOX FESTIVAL WORKSHOPS AND PARADE

Planning/coordination with Fox Library and Friends of the Fox, including securing donation from Friends to underwrite activities and securing space for public workshops.

Designed and produced cards promoting parade and workshops for distribution at Library, schools and other sites.

Set up and attended 5 workshops at the Thompson School with artist Kari Percival. Arranged for Habitat educator visit for first workshop. Set up and attended 2 workshops at the Library with artist Sarah Peattie.

Parade: Arranged for Second Line Band and Parade Marshall Joe Curro. Arranged for volunteer photographer. Staffed Parade.

Updated website and posted to social media. Processed invoices.

FEAST OF THE EAST - JUNE 17

Attended occasional Capitol Sq planning meetings

Arranged for artists Freedom Baird and Nilou Moochhala to offer participatory art activities at the ACAC/APA table. Helped with set-up.

FUNDRAISING

- Submission of grant request to MCC (received \$1500) and sponsorship request to SunBug Solar (received \$250).
- Submission of application to National Parks Service for technical assistance. (pending)

PATHWAYS

Planning and installation of 3 works along the Bikeway, including assisting artists during physical installation, photo documenting installation, and wheat-pasting 2 stencil printed animal designs by London-based Stewy. Presented to Board of Selectmen and Bicycle Advisory Committee to gain permission.

- Flutter/Claudia Ravaschiere & Mike Moss
- Rhetoric of Opposites/Nilou Moochhala

- City Fox/Stewy

Design and production of postcard with artist statements and imagery

Design and installation of laminated signs with artist statements

Purchase and installation of 4 plexi boxes for distribution of postcards at the Bikeway

Press and social media outreach, including interviews with *Boston Globe*, *Arlington Today*, *Arlington Advocate*, and *Big Red and Shiny*

Planning for 2 artist talks in partnership with 13 Forest Gallery with Nilou (July 29) and Claudia and Mike (August 30). Staffing artist talks, including introductions and purchasing refreshments.

Initiated planning for school residency component for Frank Vasello with Dave Ardito

Planning for house party event to raise matching funds for pending MCC grant, featuring Frank Vasello.

Planning/project design for fall installations, including a school residency for Frank Vasello and recruitment of Arlington Knitting Brigade with Adria Arch

August/Sept/October (2017):

TOWN DAY - SEPTEMBER 16

Met with Ali Carter to develop and plan all aspects of activities with visiting artist Tim McCool: trophy making workshop for APA/ACAC/ACC tent, award ribbons for Beer Garden area. Staffed the day and took photos. Recruited 2 volunteer photographers for pedestal photos of participants with Arlington Trophy; posted photos on FB. Produced T-shirts designed by Tim McCool for booth and Beer Garden volunteers to win visibility for APA, ACAC and ACC. Designed bookmark for distribution at the Tent promoting 3 organizations.
NOTE: This work was outside of the scope of services and donated pro bono.

PATHWAYS

Planning and installation of 2 works along the Bikeway:

- Ripple/Adria Arch and the Arlington Knitting Brigade
- Current/Frank Vasello

Worked collaboratively with lead artist Adria on aspects of *Ripple*, including formation of Knitting Brigade, logistics of fabrication, yarn palette and guidelines for knitters, and 3-day installation of finished pieces.

Coordination of festive “drop-off” event for Arlington Knitting Brigade members, including hiring professional photographer to take group picture and individual portraits.

Coordination of opening event September 23 for Ripple, including securing donations of food from Que Brada, Za’s Pizza and Kickstand Café. Invitations to knitters, dignitaries, and via Facebook and Constant Contact APA list. Design, production and distribution (at Town Day and to knitters) of invitation postcard to opening.

Coordinated Frank Vasello installation, including checking in on-site periodically.

Final planning with teachers and artist for Frank Vasello’s mini-residency at the Ottoson School. Attended 3 workshops with Frank at school and photo documented students at work. Coordinated with *Your Arlington* and *Arlington Advocate* for coverage. Ottoson School Art Teachers and Dave Ardito extremely positive; they are hoping to bring Frank back in the spring, possibly to work with the High School.

Planning and staffing artist talk hosted by 13 Forest Gallery featuring Adria Arch and Frank Vasello (Oct 21), including refreshments and social media outreach. Purchased new digital projector to be cost shared with 13Forest Gallery.

FUNDRAISING

Planning and support for fundraising house party hosted by Lorri Berenberg, including review of guest list and invitation text/graphics. Invited contacts. Set-up A/V for party and made remarks.

Submitted grant application to ACC for PATHWAYS in FY18, requesting support for working with sound artist John Kusiak and sculptor Christopher Frost. Preliminary conversations with both artists to assess interest in submitting proposals; both have agreed.

APPENDIX D – Raised funds for FY18

	AMOUNT	PROJECT DETAILS
Arlington Cultural Council	\$1,000	support for Pathways - public art on the Minuteman Bike Way
Friends of Fox Library	\$800	projected support for Fox Festival, part of Feast of the East, based on last year
Ottoson Middle School	\$300	support for Pathways artist in resident
Mass Cultural Council	\$2,500	support for Pathways - public art on the Minuteman Bike Way
house party fundraiser - Arlington residents	\$2,000	support for Pathways - public art on the Minuteman Bike Way
National Park Service	\$2,000	support for Pathways - public art on the Minuteman Bike Way
Aeronaut Beer Company	\$700	support for public art programming
Mass Cultural Council	\$5,000	support for Cultural District
TOTAL	\$14,300	



Town of Arlington
Department of Planning & Community Development

TOWN HALL ARLINGTON, MASSACHUSETTS 02476
TELEPHONE 781-316-3090

APPENDIX E

MEMORANDUM

Date: March 20, 2018

To: Finance Committee

From: Jennifer Raitt, Director of Planning and Community Development (DPCD)

Re: Arts and Culture line item in DPCD FY19 Budget

The following scope of services outlines the expected work of an Arts and Culture consultant:

The Department of Planning and Community Development, working in conjunction with the Arlington Commission for Arts and Culture, seeks a consultant to provide professional services to advance arts and culture programs and planning in Arlington. The Town recently approved an Arts and Culture Action Plan and the Arlington Cultural District received designation by the Massachusetts Cultural Council. The consultant will assist with implementation of the Action Plan, Cultural District, and related community engagement activities. The scope of services includes the following tasks:

- Assist with design and implementation of at least three placemaking activities for community planning initiatives at Whittemore Park in Arlington Center, for a Bus Rapid Transit pilot project in East Arlington, and as part of the Arlington Heights Visioning project;
- Design and implement public art engagement activities at three community events: a lantern festival in the Town Garden (fall 2018); Town Day (fall 2018); and the Fox Festival as part of Feast of the East (spring 2019);
- Develop process for and curate public art for installation along Massachusetts Avenue from Arlington Center through East Arlington
- Assist with resource development, including grantwriting, in support of the Cultural District and above-noted community events;
- Assist with marketing and community outreach in support of the Cultural District and above-noted community events, including educational workshops and artist talks that will further extend the reach and impact of the public art installations;
- Attend internal and community meetings as needed for the Cultural District, above-noted community events, and for other community arts and culture initiatives, such as the art-in-windows initiative and Youth Banners project; and
- Report to DPCD and the Arlington Commission for Arts and Culture and other committees as needed.

APPENDIX F - FY19 BUDGET

Arlington Commission on Arts & Culture FY19 Budget		
PROJECT	FY19	NOTES
CULTURAL DISTRICT/CULTURAL PLAN IMPLEMENTATION		
Website		
Website maintenance	\$ 2,500.00	Technical updates and upgrades, such upgrades may include adding a shop and dine directory for business to purchase paid listings for a potential source of future revenue, adding an artists classified section where people can post their needs for collaborators, equipment, barbers, etc, Adjustments to the website design in this pilot year for better function
Online Syndicated interactive calendar	\$ 2,500.00	Arts Boston, annual fee. Needed a calendar with a wide reach to incentivize people to list on it.
Web: URL	\$ 25.00	
Web: hosting	\$ 250.00	based on approx \$20/month
Cultural District coordinator and webmaster	\$ 6,000.00	Social media campaign, website updates, external and internal communications, ad sales
Marketing and evaluation	\$ 2,500.00	print materials, online ads, direct mail, etc.
Programs and Festivals	\$ 5,000.00	Seed money for Cultural District. Many grants require a match, this money can be used to leverage larger amounts of money for marketing/publicity, technical/material/artist fees for program and festivals, and including a potential expanded and revitalized Arlington Alive festival and monthly arts event.
Grants	\$ 5,000.00	Town match to supplement Cultural Council funds. Many places match their Cultural Council funding dollar for dollar. This is a smaller match since other budget money is required for other arts needs, but now that we have a Cultural District and are a more robust arts organization, we want to be able to help fund bigger projects with greater impact and visibility.
Poet Laureate	\$ 500.00	Poet's honorarium
ADMIN		
Town Day	\$ 45.00	fee
Americans for Arts membership	\$ 75.00	Professional development
Admin costs	\$ 605.00	Meetings and receptions
Total F19 Budget	\$ 25,000.00	

2018 Town Meeting Request – Positions Reclassification

1. By reclassifying the following positions:

A. Board Administrator ATP11 to M1 Board of Selectmen	FTE1	\$7,771
B. Principal Account Clerk Bookkeeper I OA4 to OA5 Comptroller	FTE1	\$2,210
C. Principal Account Clerk Bookkeeper II OA4 to OA6 Comptroller	FTE1	\$6,063
D. Director of Youth Services – AYCC ATP11 to ATP13 Health and Human Services	FTE1	\$13,569
E. Clinical Director – AYCC ATP9 to ATP10 Health and Human Services	FTE1	\$2,783
F. Assistant Clinical Director - AYCC ATP7 to ATP8 Health and Human Services	FTE.6	\$1,560
G. HHS Clerk OA4 to OA6 Health and Human Services	FTE1	\$6,063
H. MUNIS Analyst and Project Manager ATP11 to ATP12 Information Technology	FTE1	\$6,975
I. Senior Clerk & Typist (Accounts Payable) – OA3 to OA4 Recreation	FTE1	\$710
J. Senior Clerk & Typist (Payroll) - OA3 to OA4 Recreation	FTE1	\$2119
K. Principal Clerk & Typist – Community Safety OA3 to OA5 Police	FTE1	
L. Working Foreman Tree Climber MC7 to MC8 Public Works	FTE1	
M. Assistant Town Engineer ATP 10 to ATP11 Public Works	<u>FTE1</u>	<u>\$4,606</u>
	TOTAL	\$54,429

2018 Town Meeting Request – Positions Reclassification

2. By adding the following positions:

- A. Senior Accountant – OA6
Comptroller
- B. HVAC Technician II MC8
Facilities
- C. Director of Public Health ATP11
Health and Human Services
- D. Receptionist – HHS OA2
Health and Human Services
- E. Office Manager – Health and Human Services – ~~OA6~~ OA8
Health and Human Services
- F. Assistant Director of IT ATP13
Information Technology
- G. Environmental Planner/Conservation Agent ATP6
Planning and Community Development
- H. Assistant Director of Planning & Community Development ATP12
Planning and Community Development
- I. Recreation Administrative Assistant – Payroll OA4
Recreation
- J. Recreation Administrative Assistant – Accounts Payable OA4
Recreation
- K. Pre-School Instructor ATP1
Recreation

2018 Town Meeting Request – Positions Reclassification

3. By deleting the following positions:

- A. Junior Accountant OA5
Comptroller
- B. Principal Account Clerk II OA4
Comptroller
- C. Project Manager – HHS ATP7
Health and Human Services
- D. HHS Clerk OA4
Health and Human Services
- E. Conservation Administrator ATP6
Planning and Community Development
- F. Assistant Director of Planning & Community Development / Housing Director ATP12
Planning & Community Development
- G. Senior Clerk & Typist – Recreation OA3
Recreation

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	\$ Change	% Change
0142981 HGWY MOTOR EQUIP REPAIR SALARIES						
5100 SALARIES & WAGES	331,316	300,679	354,206	359,433	5,227	1.48%
5103 OVERTIME	21,306	29,894	66,201	39,000	(27,201)	-41.09%
5111 DOUBLE TIME	1,813	2,831	6,250	2,900	(3,350)	-53.60%
5119 OUT OF GRADE PAY	6,721	2,806	4,000	3,200	(800)	-20.00%
5156 LONGEVITY	9,243	2,939	2,972	4,482	1,510	50.81%
0142981 HGWY MOTOR EQUIP REPAIR SALARIES	370,400	339,149	433,629	409,015	(24,614)	-5.68%
0142982 HGWY MOTOR EQUIP REPAIR EXPENSES						
5202 MAINTENANCE	64,687	56,223	21,650	50,500	28,850	133.26%
5218 TRAINING	3,394	22,028	3,000	7,000	4,000	133.33%
5224 OTHER SUPPLIES	128,575	92,347	99,825	125,000	25,175	25.22%
5241 UNIFORMS,BADGES, & GLOVES	2,000	1,600	2,000	2,000	-	0.00%
0142982 HGWY MOTOR EQUIP REPAIR EXPENSES	198,656	172,198	126,475	184,500	58,025	45.88%
HGWY MOTOR EQUIP REPAIR APPROPRIATION TOTAL	569,055	511,347	560,104	593,515	33,411	5.97%
OFFSETS	(161,377)	(163,142)	(166,137)	(168,031)	(1,894)	1.14%
HGWY MOTOR EQUIP REPAIR TAXATION TOTAL	407,678	348,205	393,967	425,484	31,517	8.00%

FY 2019 SALARY DETAIL			FY2019						FY2018	FY2019				
MOTOR EQUIPT REPAIR	Previous	Job	FTE	BU	Grade	Step	Min	Max	Total	New Pay	Base	Step	Longevity	Total
ALAIMO		SUPERVISOR OF ME REPAIRS	1.00	SEIU	7	8	57,624	74,563	69,272	74,563	74,563	0	2,982	77,545
CHABAK		WORKING FOREMAN ME REPAIR	1.00	MC	8	6	48,891	59,214	53,168	59,214	59,214	0	500	59,714
JONES		MOTOR EQUIPMENT REPAIRMAN	1.00	MC	7	6	47,270	57,517	57,517	57,517	57,517	0	700	58,217
GASKILL		MOTOR EQUIPMENT REPAIRMAN	1.00	MC	7	5	47,270	57,517	53,168	55,311	53,168	2,143	0	55,311
CHAMBERLAIN		MOTOR EQUIPMENT REPAIRMAN	1.00	MC	7	6	47,270	57,517	57,517	57,517	57,517	0	300	57,817
BOUCHER		MOTOR EQUIPMENT REPAIRMAN	1.00	MC	7	5	47,270	57,517	57,517	55,311	53,168	2,143	0	55,311
APPROPRIATION TOTAL:									354,206	359,433	355,147	4,286	4,482	363,915
Water/Sewer Offsets									(166,137)	(168,031)	(168,031)			(168,031)
TAXATION TOTAL:			6.00						188,069	191,402	187,116	4,286	4,482	195,884

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	\$ Change	% Change
0140181 NATURAL RESOURCES SALARIES						
5100 SALARIES & WAGES	741,061	766,924	933,004	970,007	37,003	3.97%
5103 OVERTIME	73,273	73,027	82,940	80,000	(2,940)	-3.54%
5111 DOUBLE TIME	8,683	25,765	19,500	21,500	2,000	10.26%
5119 OUT OF GRADE PAY	12,691	7,122	9,110	10,000	890	9.77%
5156 LONGEVITY	7,090	8,954	9,975	10,174	199	1.99%
0140181 NATURAL RESOURCES SALARIES	842,798	881,791	1,054,529	1,091,681	37,152	3.52%
0140182 NATURAL RESOURCES EXPENSES						
5202 MAINTENANCE	126,290	198,909	330,000	300,000	(30,000)	-9.09%
5218 TRAINING	3,305	3,203	2,500	4,000	1,500	60.00%
5224 OTHER SUPPLIES	74,426	102,349	61,800	90,000	28,200	45.63%
5236 OTHER PURCHASED SERVICES	3,880	18,017	10,000	15,000	5,000	50.00%
5241 UNIFORMS,BADGES, & GLOVES	5,200	4,400	6,000	6,000	-	0.00%
5289 TREE PLANTING	19,435	41,135	40,000	65,000	25,000	62.50%
529907 HISTORIC SCULPTURE MAINTENANCE	-	-	5,000	5,000	-	0.00%
0140182 NATURAL RESOURCES EXPENSES	232,535	368,012	455,300	485,000	29,700	6.52%
NATURAL RESOURCES TOTAL	1,075,333	1,249,804	1,509,829	1,576,681	66,852	4.43%

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	\$ Change	% Change
0115481 INFORMATION TECHNOLOGY SALARIES						
5100 SALARIES & WAGES	629,030	634,327	671,268	698,385	27,117	4.04%
5103 OVERTIME	0	1,400	1,000	1,000	-	0.00%
5156 LONGEVITY	13,998	14,483	12,934	13,848	914	7.07%
0115481 INFORMATION TECHNOLOGY SALARIES	643,028	650,210	685,202	713,233	28,031	4.09%
0115482 INFORMATION TECHNOLOGY EXPENSES						
5204 IT STRATEGIC PLAN IMPLEMENTATION	-	6,495	23,000	23,000	-	0.00%
5206 COMPUTER MAINTENANCE	472	649	15,000	15,000	-	0.00%
5209 IN-STATE TRAVEL	5,409	4,460	5,003	5,003	-	0.00%
5215 TELEPHONE:EXPENSES	-	-	-	50,000 98/122 50,000	-	-
5217 DUES/SUBSCRIPTIONS	-	168	100	100	-	0.00%
5218 TRAINING	326	2,625	20,000	20,000	-	0.00%
5219 CONSULTING	161,272	66,035	32,000	32,000	-	0.00%
5223 OFFICE SUPPLIES	2,225	1,494	1,500	1,500	-	0.00%
5224 OTHER SUPPLIES	770	1,973	800	800	-	0.00%
5236 OTHER PURCHASED SERVICES	49	23	350	350	-	0.00%
5260 CLEAN/CLOTH/TRAIN	300	300	300	300	-	0.00%
5292 NETWORK MAINTENANCE	1,624	9,698	12,000	12,000	-	0.00%
5294 INFORMIX MAINTENANCE	4,026	4,265	7,000	7,000	-	0.00%
5297 UNIX HARDWARE/SUPPORT & MAINT	2,499	2,542	2,300	2,300	-	0.00%
5301 COMPUTER PAPER	1,375	2,216	2,300	2,300	-	0.00%
5302 COMPUTER SUPPLIES	2,324	6,258	6,500	6,500	-	0.00%
5304 PRINTER SUPPLIES/REPAIRS	-	-	2,600	2,600	-	0.00%
5305 SOFTWARE MAINTENANCE	-	-	48,000	48,000	-	0.00%
5350 COURIER SERVICE	-	-	400	400	-	0.00%
5353 MUNIS SOFTWARE SUPPORT	88,851	93,263	139,000	156,500	17,500 (1)	12.59%
0115482 INFORMATION TECHNOLOGY EXPENSES	271,521	202,462	318,153	385,653	67,500	21.22%
INFORMATION TECHNOLOGY APPROPRIATION TOTAL	914,549	852,672	1,003,355	1,098,886	95,531	9.52%
OFFSETS	(148,048)	(152,706)	(161,319)	(181,714)	(20,395)	12.64%
INFORMATION TECHNOLOGY TAXATION TOTAL	766,501	699,966	842,036	917,172	75,136	8.92%

FY 2019 SALARY DETAIL			FY2019						FY2018	FY2019				
I.T.	Previous	Job	FTE	BU	Grade	Step	Min	Max	Total	New Pay	Base	Step	Longevity	Total
GOOD		DIRECTOR INFORMATION TECHNOLOGY	1.00	MGMT	3		102,011	147,410	134,010	141,535	139,035	2,500	1,391	142,926
KHODIER		ASSISTANT DIRECTOR OF IT	1.00	MTP	13	6	77,883	100,776	86,977	93,622	93,623	0	0	93,623
MIKSIS		PRODUCTION COORDINATOR/DP/SS	1.00	SEIU	11	8	67,722	87,631	100,613	100,613	100,613	0	6,037	106,650
DISTLER		SENIOR PROGRAMMER	1.00	SEIU	7	8	57,624	74,563	74,564	74,563	74,563	0	4,474	79,037
KUROWSKI		SYSTEMS ANALYST/DIRECTOR GIS	1.00	MTP	12	8	72,788	94,182	94,183	94,182	94,182	0	500	94,682
SAWTELLE		MUNIS SYSTEMS ANALYST	1.00	MTP	11	8	67,396	87,207	81,017	87,207	87,207	0	746	87,953
LAMBRYCH		IT ADMIN ASSISTANT	1.00	OFFA	7	8	45,244	58,541	58,542	58,541	58,541	0	700	59,241
VACANT	WINSTANLEY	TELEPHONE OPERATOR	0.80	OFFA	1	8	30,376	39,302	31,443	31,442	31,442	0	0	31,442
VACANT	SNELL	TELEPHONE OPERATOR	0.60	OFFA	1	8	30,376	39,302	16,680	16,680	16,680	0	0	16,680
APPROPRIATION TOTAL:									678,029	698,385	695,886	2,500	13,848	712,234
Water/Sewer Offsets									(161,319)	(181,714)	(181,714)			(181,714)
TAXATION TOTAL:			8.30						516,710	516,671	514,172	2,500	13,848	530,520

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	\$ Change	% Change
1191487 GROUP HEALTH INSURANCE						
1245 EXP: WORKERS COMP	457,219	332,337	500,000	540,000	40,000	8.00%
1700 MEDICARE PENALTY	15,970	17,314	18,000	18,000	-	0.00%
1703 OPT OUT PROGRAM	234,762	239,400	221,996	215,996	(6,000)	-2.70%
1704 INSURANCE:GROUP HEALTH	13,606,973	13,876,396	15,351,035	15,020,788	(330,247)	-2.15%
17041 EMPLOYEE HEALTH MITIGATION FD	200,000	-	-	-	-	-
1705 INSURANCE: GROUP LIFE	71,423	64,501	63,633	63,633	-	0.00%
1706 MEDICARE PAYROLL TAX	1,053,815	1,170,114	1,155,000	1,364,821	209,821	18.17%
1709 FLEXIBLE BENEFIT PLAN	75,599	64,501	83,368	75,000	(8,368)	-10.04%
1191487 GROUP HEALTH INSURANCE APPROPRIATION TOTAL	15,258,541	15,764,562	17,393,032	17,298,238	(94,794)	-0.55%
OFFSETS	(676,676)	(741,339)	(685,289)	(670,956)	14,333	-2.09%
1191487 GROUP HEALTH INSURANCE TAXATION TOTAL	14,581,865	15,023,223	16,707,743	16,627,282	(80,461)	-0.48%

WWS

Water and Sewer Offsets and Indirect Charges for Fiscal 2019

The Water and Sewer Enterprise Fund offsets apply to 4 non-Water & Sewer DPW divisions and 8 non-DPW departments

- 1) The Salary and Wage accounts of the ***Sewer Collection System and the Water/Sewer Properties*** are used to allocate the salaries and wages, retirement costs, and health insurance costs of 4 DPW divisions that perform work on Water and Sewer related tasks, but are not direct staff of the W&S divisions. The Salary and Wages amounts are split 50% ***Sewer Collection System*** (pg 168) and 50% ***Water/Sewer Properties*** (pg 171)
- 2) 8 non-DPW town departments receive amounts from W&S for Retirement Costs, Health benefits, and Wage and Salaries (Indirect Costs) for their work time related to supporting the W&S system. See attachments A&B for the percentages used. These amount are **Indirect Charges** and are split 50 ***Sewer Collection System*** (pg 168) and 50% ***Water Distribution System*** (pg170).

DPW Salary related offsets: split 50% *Sewer Collection System* (pg 168) and 50% *Water/Sewer Properties* (pg 171)

Account 5101: Salaries and Wages

6505006 SEWER COLLECTION SYSTEM				
5101 SALARIES & WAGES (p168)	522,857	502,688	\$508,111	\$519,334
6505504 WATER/SEWER PROPERTIES				
5101 SALARIES & WAGES (p171)	522,857	502,688	\$508,111	\$519,334
Total: \$				<u>\$1,038,668</u>

This amount is applied to the Salaries and Wages of these DPW divisions (the amount appears on the budget book page number provided):

Engineering	\$211,398	P94
DPW Admin (Water and Sewer portion only, see note 1)	\$241,513	P99 (see Note 1)
Highway	\$417,725	p102/103
Motor Equip Repair	<u>\$168,031</u>	p106/107
Total	<u>\$1,038,668</u>	

Note 1: Total DPW Admin offset of \$276,513 on page 98 includes W&S portion of \$241,513 + \$35,000 from Recycling Revolving Fund

INDIRECT CHARGES: split 50 *Sewer Collection System* (pg 168) and 50% *Water Distribution System* (pg170).

Workers Comp Cost/Unemployment Compensation

Accounts 5701, 5702

Explanation of these small amounts on pages 184 and 187 being researched at this time. Sandy Pooler is inquiring of the Comptroller to see how this money is being used and we will re-visit this in October 2018 as the next budget is prepared. The total dollar impact, as it has been every year, is \$9,500.

Retirement:

Account 5707 Retirement costs

Sewer	\$569,976	p 168
Water	<u>\$569,976</u>	p 170
Total:	<u>\$1,139,952</u>	

This is the offset amount listed on p 157, Retirement : **\$1,139,952**

Health Insurance (W&S Portion)

Account 5713 Health Benefits

Sewer	\$265,179	p 168
Water	<u>\$265,179</u>	p 170
Total:	<u>\$530,358</u>	

\$530,358 + \$140,598 (the total of the other enterprise funds detailed in attachment A) is \$670,956. This is the revised amount of the offset appearing on p 160, Health Insurance Budget

Overhead Non-DPW Town Departments:

Account 5903 Indirect Costs: Salaries and Wages of 8 supporting non-DPW town departments for work time related to supporting the W&S system

6505013 INDIRECT CHARGES - SEWER				
5903 INDIRECT COSTS (p 168)	295,319	299,390	324,793	\$339,218
6505513 INDIRECT CHARGES - WATER				
5903 INDIRECT COSTS (p 170)	295,319	299,390	324,793	\$339,218
Total				<u>\$ 678,436</u>

This amount is applied to these departments per Att. B (the amounts and associated budget book page number are also provided):

Non- DPW W&S offsets by department	\$	Page #
selectmen	25,636	p 24
town manager	155,220	p 30
HR	16,065	p 34
IT	181,714	p 38
Controller	38,745	p 42
Treasurer	110,073	p 46
Postage	36,457	p 50
Legal	114,526	p 58
 Total Non DPW W&S offsets	 <u>\$678,436</u>	

Attachment A: "Health Insurance Offsets Calculation" FY 2019 (dated 3/19/18)

Attachment B: "W/S Offsets Calculated for Other Support Departments and Other DPW Divisions FY-19" (not dated)

Attachment C: "CONSOLIDATED FY19 SEWER AND WATER BUDGET AMOUNTS FOR EXPLAINING OFFSETS AND INDIRECT CHARGES"

ATT A: 1 OF 2

**W/S Offsets Calculated
for Other Support Departments and Other DPW Divisions
FY-19**

Other Town Department Offsets

	FY-18 Voted Budget	Recommended Offset Percent	FY-19 Offset
1) Postage	210,828	17.29%	36,457
2) Board of Selectmen	435,270	5.89%	25,636
3) Town Manager	812,258	19.11%	155,220
4) Personnel	332,844	4.83%	16,065
5) Information Technology	1,003,355	18.11%	181,714
6) Comptroller	463,276	8.36%	38,745
7) Treasurer/Collector	792,464	13.89%	110,073
8) Legal	597,244	19.18%	114,526
9) Total 1) - 8)			678,436
10) Sewer Indirect	(50% of #8)		339,218
11) Water Indirect	(50% of #8)		339,218

Other DPW Division Offsets

	FY-18 Voted Budget	Recommended Offset Percent	FY-19 Offset
12) Administration	483,026	50.00%	241,513
13) Engineering	340,964	62.00%	211,398
14) Highway (without S.Waste)	2,088,627	20.00%	417,725
15) MER	560,104	30.00%	168,031
16) Total 12) - 15)			1,038,667
17) W/S Sewer Wages Offset	(50% of #16)		519,334
W/S Sewer Wages Offset	(50% of #16)		519,334

ATT A: 2 of 2

W&S Administrative Offsets	1,038,667	1,038,667		
DPW Wage Offsets	678,436	1,717,103	Update with latest DPW figures. 1.5.17	
Central School	23,403	1,740,506	From Jenny. 1/2 of Amy Quinn's salary	
Conservation	4,971	1,745,477	From Jenny	
CDBG Planning Offset	42,000	1,787,477	From Jenny.	
CDBG Affordable Housing	12,335	1,799,812	From Jenny	
HOME Fund Offset	0	1,799,812	From Jenny	82,709
Facilities School Salary Offset	140,875	1,940,687	Half of salaries of: Director, Energy Manager, and Eileen	I added a 2%
Recycling revolving	35,000	1,975,687		
CPA Town Manager Staff	35,354	2,011,041	20% of Jim and Amy	
Parking Salaries	35,826	2,046,867		
Police Parking Control	57,624	2,104,491		
Fire Ambulance Fund	200,121	2,304,612	Two firefighters and their benefits	
Cemetery Fund to DPW	150,000	2,454,612		
Friends of Fox Library	25,200	2,479,812	From Andrea.	
General Fund Subtotal	2,479,812	(2,479,812)	0.0	
Liability Insurance	20,625		Same every year.	
W&S Health Insurance Offsets	670,956		Offsets Health Insurance 0191487-5190	
W&S Retirement Offsets	1,139,952		Offsets Retirement 0191281-5190	
Insurance Subtotal	1,831,533			
Grand Total	4,311,345			
Blue fields are links to other pages.				

ATT 8:

Health Insurance Offsets Calculation FY 2019

		FY19 Health Cost	Recommended Offset Percent	FY-19 Offset
1)	Board of Selectmen	92,691	16.44%	15,241
2)	Town Manager	45,820	16.44%	7,534
3)	Personnel	28,029	16.44%	4,609
4)	Information Technology	99,622	16.44%	16,381
5)	Comptroller	116,991	16.44%	19,237
6)	Treasurer/Collector	112,706	16.44%	18,532
7)	Legal	59,892	16.44%	9,848
8)	Administration	116,780	50.00%	58,390
9)	Engineering	88,170	62.00%	54,666
10)	Highway (without S.Waste)	347,589	20.00%	69,518
11)	MER	112,577	30.00%	33,774
12)	Water Division	222,628	100.00%	222,628
13)	Total 1) - 12)			530,358
14)	HEALTH Offset - Sewer (50% of #13)			265,179
15)	HEALTH Offset - Water (50% of #13)			265,179
	Water & Sewer Enterprise Subtotal			530,358
Other Insurance Costs charged directly to Enterprise Fund & Retirement Office				
	Recreation	50,070	1.0000	50,070
	Ed Burns Arena	48,530	1.0000	48,530
	Retirement	41,998	1.0000	41,998
	Other Enterprise & Retirement Subtotal			140,598
	Total Health Insurance Offset			670,956

Note: Departmental health insurance costs include current employees and retirees

Attachment C: CONSOLIDATED FY19 SEWER AND WATER BUDGET AMOUNTS FOR EXPLAINING OFFSETS AND INDIRECT CHARGES:

Prepared for Arlington Finance Committee by Grant Gibian, Christina Hansberry, March 26, 2018

	2017 Actual	2018 Budget	2019 Request	\$ Change	% Change
6505006 Consolidated SEWER COLLECTION & SEWER PROPERTIES					
5101 SALARIES & WAGES (see below detail)	995,876	1,016,222	1,038,668	22,446	2.21%
SALARIES & WAGES	995,876	1,016,222	1,038,668	22,446	2.21%
6505013 Consolidated INDIRECT CHARGES - SEWER COLLECTION & WATER DISTRIBUTION					
5707 RETIREMENT COSTS (see BB pg 158: Retirement Budget)	1,104,890	1,181,770	1,139,952	(41,818)	-3.54%
5713 HEALTH BENEFITS (rev.BB page 160: Health Ins Budget)	575,602	561,976	530,358	(31,618)	-5.63%
5903 INDIRECT COSTS (see below detail)	598,780	649,586	678,436	28,850	4.44%
6505013 SUBTOTAL INDIRECT CHARGES - SEWER & WATER	2,279,272	2,393,332	2,348,746	(44,586)	-1.86%
Salaries And Wages detail:			INDIRECT COSTS		
Engineering , pg 94	\$211,398		selectmen	25,636	p 24
DPW Admin portion, pg 98 & p99 (Total DPW Admin \$276,513 - \$35,000 Rec Rev Fund)	\$241,513		town manager	155,220	p 30
Highway, pg 102	\$417,725		HR	16,065	p 34
Motor Equip Repair, pg 106	\$168,031		IT	181,714	p 38
Total	1,038,667		Controller	38,745	p 42
			Treasurer	110,073	p 46
Health Benefits (see Att "Health Ins Offsets Calc FY2019)			Postage	36,457	p 50
			Legal	114,526	p 58
DPW portion	530,358			678,436	
Other (Rec, Arena, Retirement Ent funds)	140,598				
Total (see BB page 160, Health Insurance Offset)	670,956				

	2017 Actual	2018 Budget	2019 Request	\$ Change	% Change
6505006 SEWER COLLECTION SYSTEM					
5101 SALARIES & WAGES	497,939	508,111	519,334	11,223	2.21%
SUBTOTAL SEWER COLLECTION SYSTEM	497,939	508,111	519,334	11,223	2.21%
6505013 INDIRECT CHARGES - SEWER					
5701 WORKERS COMP COST	6,000	6,000	6,000	-	0.00%
5702 UNEMPLOYMENT COMPENSATION	1,500	1,500	1,500	-	0.00%
5707 RETIREMENT COSTS	552,445	590,885	569,976	(20,909)	-3.54%
5713 HEALTH BENEFITS	287,801	280,988	265,179	(15,809)	-5.63%
5903 INDIRECT COSTS	299,390	324,793	339,218	14,425	4.44%
6505013 SUBTOTAL INDIRECT CHARGES - SEWER	1,147,136	1,204,166	1,181,873	(22,293)	-1.85%
6505082 SEWER COLLECTION EXPENSES					
5202 MAINTENANCE	23,890	70,000	70,000	-	0.00%
5211 ENERGY	16,657	29,000	29,000	-	0.00%
5218 TRAINING	-	2,000	2,000	-	0.00%
5224 OTHER SUPPLIES	10,568	24,000	24,000	-	0.00%
6505082 SUBTOTAL SEWER COLLECTION	51,115	125,000	125,000	-	0.00%
6505011 MWRA ASSESSMENT - SEWER					
5630 MWRA ASSESSMENT	7,993,120	8,368,475	8,728,350	359,875	4.30%
6505011 SUBTOTAL MWRA ASSESSMENT - SEWER	7,993,120	8,368,475	8,728,350	359,875	4.30%
6505002 SEWER DEBT SERVICE/SEWER CAPITAL					
5760 SEWER DEBT SERVICE - NON MWRA P & I	394,997	280,506	349,431	68,925	24.57%
5760 SEWER DEBT SERVICE - MWRA LOAN PROGRAM	-	144,200	70,000	(74,200)	-51.46%
5580 SEWER REHAB	265,181	100,000	100,000	-	0.00%
6505002 SUBTOTAL DEBT SERVICE/SEWER CAPITAL	660,178	524,706	519,431	(5,275)	-1.01%
TOTAL SEWER COLLECTION SYSTEM	10,349,488	10,730,458	11,073,988	343,530	3.20%

	2017 Actual	2018 Budget	2019 Request	\$ Change	% Change
6505007 STORM SEWERS COLLECTION SYSTEM					
5202 MAINTENANCE	18,666	71,000	71,000	-	0.00%
5224 OTHER SUPPLIES	-	5,000	5,000	-	0.00%
5580 REHAB STORM SEWERS	80,474	200,000	200,000	-	0.00%
6505007 TOTAL STORM SEWERS COLLECTION	99,140	276,000	276,000	-	0.00%

①

① *unpredictable*

	2017 Actual	2018 Budget	2019 Request	\$ Change	% Change
6505502 WATER DISTRIBUTION SYSTEM					
5101 SALARIES & WAGES	770,756	960,036	965,755	5,719	0.60%
5102 SALARIES & WAGES - TEMP	9,986	18,750	18,750		
5103 OVERTIME	211,137	150,000	175,000		
5111 DOUBLE TIME	51,442	50,000	50,000		0.00%
5119 OUT OF GRADE PAY	6,128	2,333	6,500	4,167	178.61%
5156 LONGEVITY	7,680	9,106	9,706	600	6.59%
5199 SALARY INCREASE		-	29,264	29,264	-
5260 STIPENDS	20,628	20,800	20,800	-	0.00%
6505502 SUBTOTAL WATER DISTRIBUTION	1,077,757	1,211,025	1,275,775	64,750	5.35%
6505513 INDIRECT CHARGES - WATER					
5701 WORKERS COMP COST	1,000	1,000	1,000	-	0.00%
5702 UNEMPLOYMENT COMPENSATION	1,000	1,000	1,000	-	0.00%
5707 RETIREMENT COSTS	552,445	590,885	569,976	(20,909)	-3.54%
5713 HEALTH BENEFITS	287,801	280,988	265,179	(15,809)	-5.63%
5903 INDIRECT COSTS	299,390	324,793	339,218	14,425	4.44%
6505513 SUBTOTAL INDIRECT CHARGES - WATER	1,141,636	1,198,666	1,176,373	(22,293)	-1.86%
6505582 WATER DISTRIBUTION					
5202 MAINTENANCE	89,871	120,000	120,000	-	0.00%
5218 TRAINING	4,199	5,000	5,000	-	0.00%
5224 OTHER SUPPLIES	190,081	225,500	225,500	-	0.00%
5241 CLOTHING ALLOWANCE	4,800	5,600	4,800	(800)	-14.29%
5260 CLEANING ALLOWANCE	300	300	300	-	0.00%
6505582 SUBTOTAL WATER DISTRIBUTION	289,251	356,400	355,600	(800)	-0.22%
6505511 MWRA ASSESSMENT - WATER					
5630 MWRA ASSESSMENT	4,976,564	5,239,376	5,245,583	6,207	0.12%
6505511 SUBTOTAL MWRA ASSESSMENT - WATER	4,976,564	5,239,376	5,245,583	6,207	0.12%
TOTAL WATER DISTRIBUTION SYSTEM	7,485,208	8,005,467	8,053,331	47,864	0.60%

	2017 Actual	2018 Budget	2019 Request	\$ Change	% Change
6505504 WATER/SEWER PROPERTIES					
5101 SALARIES & WAGES	497,938	508,111	519,334	11,223	2.21%
5211 ENERGY	19,640	28,600	28,600	-	0.00%
5214 HEATING FUEL	27,991	35,000	35,000	-	0.00%
5530 GREAT MEADOWS EXPENSES	2,657	4,000	4,000	-	0.00%
6505504 SUBTOTAL WATER/SEWER PROPERTIES	548,226	575,711	586,934	11,223	1.95%
6505506 REHAB WATER SYSTEM CAPITAL					
5580 REHAB WATER MAINS	97,634	100,000	100,000	-	0.00%
6505506 SUBTOTAL REHAB WATER SYSTEM CAPITAL	97,634	100,000	100,000	-	0.00%
6505509 WATER DEBT SERVICE DEBT/WATER CAPITAL					
5760 WATER DEBT SERVICE - MWRA LOAN PROGRAM	666,100	666,100	906,100	240,000	36.03%
5760 WATER DEBT SERVICE - PRINCIPAL & INTEREST	400,588	177,112	171,563	(5,549)	-3.13%
6505509 SUBTOTAL DEBT SERVICE/CAPITAL PROJECTS	1,066,688	843,212	1,077,663	234,451	27.80%
6505517 WATER MAINT CAPITAL OUTLAY					
5850 WATER CAPITAL OUTLAY					
5851 CAPITAL EQUIP	65,000	150,000	65,000	(85,000)	-56.67%
5890 SMALL EQUIPMENT	5,000	5,000	5,000	-	0.00%
5830 HYDRANT & VALVE REPLACEMENT PROGRAM	62,400	100,000	100,000	-	0.00%
6505517 SUBTOTAL WATER MAINT CAPITAL OUTLAY	132,400	255,000	170,000	(85,000)	-50.00%
TOTAL WATER DISTRIBUTION SYSTEM	1,844,948	1,773,923	9,987,928	160,674	1.61%
PERSONNEL SERVICE SUMMARY	2,073,634	2,227,247	2,314,443	87,196	3.91%
EXPENSES SUMMARY	489,794	825,000	824,200	(800)	-0.10%
MWRA ASSESSMENT	12,969,684	13,607,851	13,973,933	366,082	2.69%
INDIRECT CHARGES	598,780	649,586	678,436	28,850	4.44%
CAPITAL AND DEBT	1,956,900	1,722,918	1,867,094	144,176	8.37%
HEALTH INSURANCE	575,602	561,976	530,358	(31,618)	-5.63%
RETIREMENT	1,104,890	1,181,770	1,139,952	(41,818)	-3.54%
WORKERS COMP/UNEMPLOYMENT	9,500	9,500	9,500	-	0.00%
TOTAL EXPENSES	19,778,784	20,785,848	21,337,916	552,068	2.66%
TOTAL REVENUES	(19,778,784)	(20,785,848)	(21,337,916)	(552,068)	2.66%
BALANCE	-	-	-	-	

	2017 Actual	2018 Budget	2019 Request	\$ Change	% Change
WATER/SEWER ENTERPRISE					
4972 TRANSFER FROM GENERAL FUND	(5,593,112)	(5,593,112)	(5,593,112)		
421000 USER CHARGES RECEIVABLE	(14,805,841)	(14,612,125)	(15,374,301)	(762,176)	5.22%
421100 WATER LIENS	(200,462)	(183,039)	(200,462)	(17,423)	9.52%
421900 INTEREST & PENALTIES	(50,045)	(58,152)	(50,054)	8,098	-13.93%
422900 CONNECTION FEES	(119,987)	(104,868)	(119,987)	(15,119)	14.42%
USE OF RETAINED EARNINGS	990,663	(234,552)	-	234,552	-100.00%
TOTAL WATER/SEWER REVENUE	(19,778,784)	(20,785,848)	(21,337,916)	(552,068)	2.66%

FY 2019 SALARY DETAIL			FY2019						FY2018	FY2019				
WATER & SEWER	Previous	Job	FTE	BU	Grade	Step	Min	Max	Total	New Pay	Base	Step	Longevity	Total
TASSINARI		SUPERVISOR WATER AND SEWER	1.00	SEIU	9	8	61,729	79,873	79,874	79,873	79,873	0	1,598	81,471
SANCHEZ		WORKING FOREMAN WATER/SEWER	1.00	MC	8	6	48,691	59,214	59,215	59,214	59,214	0	1,300	60,514
MOUNT		WORKING FOREMAN WATER/SEWER	1.00	MC	8	5	48,691	59,214	54,781	56,945	54,780	2,165	0	56,945
LARSON		ACCOUNTANT/OPERATIONS ASSIST	1.00	OFFA	6	8	42,682	55,228	55,228	55,228	55,228	0	1,100	56,328
BLAIS		WATER SYSTEMS MAINT CRAFTSMAN	1.00	MC	6	5	45,233	55,056	48,003	51,896	49,901	1,995	0	51,896
BEIRNE		WATER SYSTEMS MAINT CRAFTSMAN	1.00	MC	6	6	45,233	55,056	55,056	55,056	55,056	0	700	55,756
DEVLIN		WATER SYSTEMS MAINT CRAFTSMAN	1.00	MC	6	6	45,233	55,056	55,056	55,056	55,056	0	500	55,556
O'CONNELL		ME GR III	1.00	MC	6	6	45,233	55,056	55,056	55,056	55,056	0	500	55,556
ENWRIGHT		WATER ACCOUNT CLERK	1.00	MTP	2	8	38,653	50,014	50,014	50,014	50,014	0	900	50,914
VACANT	NAUGHTON	MOTOR EQUIPMENT OPERATOR II	1.00	MC	4	6	41,329	50,282	50,282	50,282	50,282	0	0	50,282
SHAW, SR		WATER SYSTEMS MAINT CRAFTSMAN	1.00	MC	6	5	45,233	55,056	55,056	52,914	50,877	2,037	0	52,914
INTERRANTE		WATER SYSTEMS MAINT CRAFTSMAN	1.00	MC	6	6	45,233	55,056	55,056	55,056	55,056	0	300	55,356
SKERRY		WATER SYSTEMS MAINT CRAFTSMAN	1.00	MC	6	5	45,233	55,056	48,003	51,896	49,901	1,995	0	51,896
STONEKING		WATER SYSTEMS MAINT CRAFTSMAN	1.00	MC	6	5	45,233	55,056	53,985	51,896	49,901	1,995	300	52,196
SHEPARD		WATER SYSTEMS MAINT CRAFTSMAN	1.00	MC	6	6	45,233	55,056	55,056	55,056	55,056	0	300	55,356
NORTON		MANAGER SOFTWARE DEVELOPMENT	1.00	SEIU	14	8	85,305	110,380	110,381	110,381	110,381	0	2,208	112,589
VACANT		GIS COORDINATOR	0.30	MTP	7	5	57,348	74,203	19,934	19,934	19,934	0	0	19,934
TAXATION TOTAL:			16.30						960,036	965,753	955,566	10,187	9,706	975,459

Arlington Recreation FY19 Budget Highlight

In reviewing the Recreation funding sources over the past year it has become evident that some changes should be made. The Recreation Enterprise Fund (53F1/2) and Revolving Fund (53D) are the two sources that fund the Recreation Operation. The department is seeking to move all revenue and expenses for established programs and services to the enterprise fund. The revolving fund will remain as a way to pilot programs and fund new programs that may arise over the course of the year.

- Some significant benefits of this approach:
 - Properly align with Mass General Laws Chapter 44, sections 53D & 53F1/2
 - FT Salaries should not be paid out of 53D
 - Improve transparency
- Net Increase from FY18 to FY19
 - If we did not move revolving fund expenses (53D) over to enterprise (53F1/2) this would be the split between the two funds
 - Revolving Fund Expenses - \$1,095,371
 - Enterprise Fund Expenses - \$690,779
 - The FY18 Enterprise Request was - \$639,354
 - This is a difference of - \$51,425 or 7.4%
- Recreation Portion of Assistant Director is \$57,218
- See attached “apples to apples” comparison provided
- The year ahead we will be working with the Deputy Town Manager on enterprise fund financial policies for retained earnings
 - This is important because there should be a level of retained earnings available to support a down year
- Recreation Enterprise Fund Retained Earnings beginning FY18 was - \$450,641
 - It was anticipated that \$77,354 would be needed from retained earnings to support FY 18 Budget
 - We will have a better idea of this need in late May as summer registrations become finalized and beach tag sales are well under way.
- Recreation Revolving Fund Balance November 2018 - \$153,400
 - The Recreation Revolving Fund Balance the beginning of FY18 was- \$421,551
 - July and August are when most of the summer expenses are paid
 - Most revenue collected for these programs are March – June, this accounts for the high balance the beginning of FY18
 - In looking at the fund balance in November before the winter registrations kicked off, it gave us a clearer view of actual balance.

	2016 Actual	2017 Actual	2018 Budget	2019 Request	\$ Change	% Change
RECREATION						
5101 SALARIES & WAGES	178,365	178,292	199,381	446,660	247,279	124.02%
5102 SALARIES & WAGES TEMP	69,500	106,896	90,000	140,000	50,000	55.56%
510211 RESERVOIR STAFFING	67,359	52,444	70,000	160,000	90,000	128.57%
5103 OVERTIME	366	956	-	5,000	5,000	-
5156 LONGEVITY	585	274	287	320	33	11.50%
5211 ENERGY	28,206	3,779	30,000	30,000	-	0.00%
5215 TELEPHONE	660	-	-	3,000	3,000	-
5217 DUES AND SUBSCRIPTIONS	-	-	-	5,000	5,000	-
5223 OFFICE SUPPLIES	2,098	1,898	2,000	2,000	-	0.00%
5230 TRANSPORTATION	-	-	-	65,000	65,000	-
5236 OTHER PURCHASED SERVICES	-	-	-	350,000	-	-
5240 JOBS PROGRAM	3,950	-	-	200,000	200,000	-
5258 PRINTING OF BROCHURES	13,564	21,222	14,500	22,000	7,500	51.72%
5260 CLEANING, CLOTHING, TRAINING	-	-	600	600	-	0.00%
5281 TRAVEL: CAR ALLOWANCE	653	-	1,450	1,000	(450)	-31.03%
528909 KID CARE PROGRAMS	-	-	-	50,000	-	-
528910 SUMMER PROGRAMS RECREATION	24,965	29,995	20,000	32,000	12,000	60.00%
528911 RESERVOIR SUPPLIES	15,231	13,562	12,000	36,000	24,000	200.00%
528912 RESERVOIR - EXPENSE CHLORINE	13,020	17,799	16,000	-	(16,000)	-100.00%
528913 RENTAL AND MAINTENANCE	33,288	15,464	25,000	105,000	80,000	320.00%
528915 RESERVOIR CONCESSION STAND	1,307	4,015	5,000	6,500	1,500	30.00%
528920 FALL PROGRAMS RECREATION	3,559	8,530	7,000	-	(7,000)	-100.00%
528925 TRAVEL BASKETBALL	-	38,501	45,000	-	(45,000)	-100.00%
528930 WINTER PROGRAMS RECREATION	31,224	47,093	5,000	-	(5,000)	-100.00%
528940 SPRING PROGRAMS RECREATION	1,462	480	2,000	-	(2,000)	-100.00%
5295 PRIOR YEAR EXPENSES	50	-	-	-	-	-
5299 CREDIT CARD PROCESSING	29,243	49,057	40,000	50,000	10,000	25.00%
5706 HEALTH INSURANCE	53,144	60,519	33,836	50,070	16,234	47.98%
5830 VEHICLE MAINTENANCE	-	-	300	1,000	700	233.33%
5831 MECHANICAL MAINTENANCE	25,253	21,533	20,000	25,000	5,000	25.00%
TOTAL RECREATION EXPENSES	597,053	672,309	639,354	1,786,150	1,146,796	179.37%
PERSONNEL SERVICES SUMMARY	316,176	338,862	359,668	781,980	422,312	117.42%
EXPENSES SUMMARY	280,877	333,447	279,686	1,004,170	724,484	259.03%
TOTAL EXPENSES	597,053	672,309	639,354	1,786,150	1,146,796	179.37%
TOTAL REVENUES	(627,776)	(685,038)	(639,354)	(1,786,150)	(1,146,796)	179.37%
BALANCE	(30,724)	(12,729)	-	-	-	-

	2016 Actual	2017 Actual	2018 Budget	2019 Request	\$ Change	% Change
RECREATION					-	
4289 OTHER FEES AND CHARGES	(2,115)	(16,613)	(5,000)		5,000	-100.00%
428909 KIDS CARE AFTER SCHOOL PROGRAM		-	(30,000)	(460,000)	(430,000)	1433.33%
428910 SUMMER PROGRAMS	(261,259)	(233,388)	(225,000)	(280,000)	(55,000)	24.44%
428911 RESERVOIR	(100,534)	(70,770)	(100,000)	(130,000)	(30,000)	30.00%
428913 GIBBS RENTAL INCOME	(41,287)	(47,616)	-	-	-	-
428914 GIBBS CAPITAL	(920)	-	-	-	-	-
428915 RESERVOIR CONCESSION STAND	(11,150)	(8,351)	(10,000)	(10,000)	-	0.00%
428920 SEASONAL PROGRAM INCOME	(34,734)	(50,288)	(35,000)	(893,150)	(858,150)	2451.86%
428925 TRAVEL BASKETBALL	-	(49,492)	(70,000)		70,000	-100.00%
428930 WINTER PROGRAM INCOME	(94,747)	(94,106)	(10,000)		10,000	-100.00%
428940 SPRING PROGRAM INCOME	(35,598)	(109,240)	(35,000)		35,000	-100.00%
4330 OTHER STATE REVENUE	(16,950)	-	(17,000)	(13,000)	4,000	-23.53%
4421 SPRING FIELD PERMIT FEES	(25,522)	(5,174)	(25,000)		25,000	-100.00%
4973 USE OF RETAINED EARNINGS	(2,960)	-	(77,354)	-	77,354	-100.00%
					-	
TOTAL RECREATION REVENUES	(627,776)	(685,038)	(639,354)	(1,786,150)	(1,146,796)	179.37%

Item	Revolving Fund	Enterprise Fund	2019 Budget Request Enterprise Fund	Notes
5101 - Salaries Wages FT	\$178,531	\$268,129	\$446,660	Add Assistant Director Admin Assistant hrs from revolving
5102 - Salaries Wages Temp	\$50,000	\$90,000	\$140,000	Hours were split between enterprise and revolving
510211 - Reservoir Staffing	\$90,000	\$70,000	\$160,000	Hours were split between enterprise and revolving These are now all summer salaries
5103 - Overtime	\$5,000	\$0	\$5,000	PT/FT overtime hours
5165 - Longevity	\$0	\$320	\$320	FT longevity
5211 - Energy	\$0	\$30,000	\$30,000	Energy, Reservoir, field lights
5215 - Telephone	\$2,340	\$660	\$3,000	Phones/data devices
5217 - Dues/Subscript.	\$5,000	\$0	\$5,000	Licensing fees programs, certifications Staff training
5233 - Office Supplies	\$0	\$2,000	\$2,000	
5230 - Transportation	\$65,000	\$0	\$65,000	Bus transportation
5236 - Other Purchased Serv.	\$350,000	\$0	\$350,000	Payments to contractors for programs provided (ex. Gordon Grahm Tennis, Karate, Etc.)
5240 - Jobs Program	\$200,000		\$200,000	Seasonal program expenses (ex. referee fees, uniforms)
5258 - Printing of Brochures	\$7,500	\$14,500	\$22,000	Seasonal brochures, supplemental brochures
5260 - Cleaning, Clothing, Training	\$0	\$600	\$600	Union allowance
5281 - Travel Allowance	\$0	\$1,000	\$1,000	Staff reimbursement for use of personal vehicle
528909 - Kid Care Programs	\$50,000		\$50,000	Expenses for Kid Care Programs supplies, snacks, equipment, outside instructors
528910 - Summer Programs Recreation	\$12,000	\$20,000	\$32,000	Summer Program Expenses
528911 - Reservoir Supplies	\$0	\$36,000	\$36,000	All inclusive reservoir expenses chlorine, rescue supplies, etc.
528913 - Rental and Maintenance	\$80,000	\$25,000	\$105,000	Custodial expenses schools (2,200 hrs) Lease agreement - 352 Mass Ave
528915 - Reservoir Concession Stand	\$0	\$6,500	\$6,500	Consession stand - food & supplies

5299 - Credit Card Processing	\$0	\$50,000	\$50,000	Registraiton software & credit card charges
5706 - Health Insurance	\$0	\$50,070	\$50,070	
5830 - Vehicle Maintenance	\$0	\$1,000	\$1,000	Vehicle maint. costs
5831 - Mechanical Maintenance	\$0	\$25,000	\$25,000	Cost for spray park repairs, light repairs associated building repairs
Total Expenses	\$1,095,371	\$690,779	\$1,786,150	

Item	Revolving Fund	Enterprise Fund	2019 Budget Request Enterprise Fund	Notes
4289 - Other Fees Charges				Additional revenue not associated
428909 - Kids Care After School Program	-\$430,000	-\$30,000	-\$460,000	Portion of revenue was transferred to support enterprise fund in the past
428909 - Summer Programs	-\$40,000	-\$240,000	-\$280,000	Summer program revenue
428911 - Reservoir	\$0	-\$130,000	-\$130,000	Not all money deposited into enterprise fund in FY16 & 17 (fees have not changed in 4 years)
428915 - Reservoir Concession Stand	\$0	-\$10,000	-\$10,000	
428920 - Seasonal Program Income	-\$625,371	-\$267,779	-\$893,150	Fall, winter, spring program income
4330 - Other State Revenue	\$0	-\$13,000	-\$13,000	CDBG monies to help offset scholarships
Total Revenue	-\$1,095,371	-\$690,779	-\$1,786,150	

Arlington Rink FY19 Budget Highlight

In reviewing the Rink Enterprise Fund for the year ahead there are two main highlights. First we were not properly funding maintenance, refrigeration and energy. Second we did not properly account for anticipated revenue. In FY17 we brought in \$629,928. We anticipate reaching that same revenue in FY18.

- There has been consideration of increasing the ice time rental for the 2018-19 season
- The rink has not gone up in fees in the past 3 years and this would be the 4th in a row
- After further review we are not anticipating an increase for FY19
- The Rink Revenue for FY19 is anticipated to be \$632,521
- The major changes for the rink expenses totaling \$632,521 are:
 - The Rink portion of the new Assistant Director \$14,305
 - An increase in overtime and contractual obligations
 - Adjustments to equipment/buildings/grounds to properly account for proper upkeep
 - Increase in refrigeration contract and servicing
 - Proper alignment of natural gas(heating) & vehicle fuel accounts
- Rink Retained Earnings Financial Policies will be established
- Rink Enterprise Fund Retained Earnings beginning of FY18 - \$96,636

	2016 Actual	2017 Actual	2018 Budget	2019 Request	\$ Change	% Change
657 ED BURNS ARENA						
5101 SALARIES & WAGES	190,696	173,964	165,837	186,358	20,521	12.37%
5102 SALARIES & WAGES TEMP	69,376	72,544	80,000	76,500	(3,500)	-4.38%
5103 OVERTIME	947	4,719	5,000	7,500	2,500	50.00%
5156 LONGEVITY	4,672	1,962	1,955	2,232	277	14.19%
5203 EQUIPMENT/BUILDINGS/GROUND	37,391	29,192	37,000	44,000	7,000	18.92%
5206 REFRIGERATION CONTRACT	5,036	7,767	6,000	7,500	1,500	25.00%
5208 DCR LEASE PAYMENT	5,417	-	13,100	13,100	-	0.00%
5211 ENERGY	83,441	100,926	90,000	96,000	6,000	6.67%
5213 NATURAL GAS	5,776	38,202	37,000	39,000	2,000	5.41%
5214 HEATING FUEL	23,358			800	800	-
5215 TELEPHONE	1,100	-		960	960	-
5223 OFFICE SUPPLIES	579	857	500	500	-	0.00%
5233 SECURITY ALARM SYSTEM LEASE	4,832	824	4,900	5,000	100	2.04%
5236 RINK MARKETING	599	2,786	500	2,000	1,500	300.00%
5241 UNIFORMS, BADGES, & GLOVES		-	550	550	-	0.00%
5260 CLEANING, CLOTHING, TRAINING	400	400	400	400	-	0.00%
5281 TRUCK & ZAMBONI GAS	868	-	2,200	-	(2,200)	-100.00%
5290 CONCESSION STAND	19,067	17,089	20,000	19,000	(1,000)	-5.00%
5295 PRIOR EXPENSES	1,721	-	-	-	-	-
5299 OTHERWISE UNCLASSIFIED	-	4,537	-	-	-	-
5706 HEALTH INSURANCE	58,776	63,958	47,438	48,530	1,092	2.30%
5871 DEBT SERVICE	83,000	92,483	85,154	82,591	(2,563)	-3.01%
CAPITAL OUTLAY	-				-	-
5890 BLDG EXPANSION FEASABILITY STUDY	8,799	-	-	-	-	-
ED BURNS ARENA TOTAL	605,851	612,210	597,534	632,521	34,987	5.86%
PERSONNEL SERVICES SUMMARY	265,691	253,189	252,792	272,590	19,798	7.83%
EXPENSES SUMMARY	340,160	359,021	344,742	359,931	15,189	4.41%
TOTAL	605,851	612,210	597,534	632,521	34,987	5.86%
REVENUES	(607,614)	(629,928)	(599,214)	(632,521)	(33,307)	5.56%
BALANCE	(1,764)	(17,718)	(1,680)	0	1,680	-100.02%

	2016 Actual	2017 Actual	2018 Budget	2019 Request	\$ Change	% Change
ED BURNS ARENA						
428901 RENTALS - ICE TIME	(479,443)	(497,156)	(475,714)	(496,521)	(20,807)	4.37%
428902 ADMISSION FEES - PUBLIC SKATING	(52,510)	(50,140)	(52,000)	(52,000)	-	0.00%
428903 SKATE PASSES	(8,363)	(7,264)	(8,500)	(7,500)	1,000	-11.76%
428904 SKATE RENTALS	(16,620)	(16,845)	(17,000)	(17,000)	-	0.00%
428905 CONCESSION STAND	(27,775)	(24,515)	(25,000)	(25,000)	-	0.00%
428906 VENDING MACHINE	(7,439)	(6,779)	(8,000)	(8,000)	-	0.00%
428907 MARKETING	(6,500)	(9,996)	(7,000)	(7,500)	(500)	7.14%
428908 SKATE SHARPENING	(5,071)	(3,753)	(4,500)	(3,500)	1,000	-22.22%
428942 ADMISSION ROLLER SKATING	-	(13,480)	(1,500)	(13,500)	(12,000)	800.00%
428944 NON ICE RENTALS				(2,000)		
4972 TRANSFER FROM OTHER FUNDS	(3,894)	-	-	-	-	
657 SUBTOTAL ED BURNS ARENA	(607,614)	(629,928)	(599,214)	(632,521)	(33,307)	5.56%